

NOV 3 1949

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Thank you for your letter of 28 October indicating your desire to be of service to this Agency.

Enclosed are forms for application for employment and Personal History Statements which it is necessary for all applicants for positions to complete before they are given consideration. If you will complete and return two copies of each of these forms to Mr. Chief of Personnel, at 2430 E Street NW, he will be glad to consider your qualifications in connection with any available vacancies which we may have in the Agency.

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Also will be glad to grant you a personal interview if you desire to come to Washington at your own expense for this purpose. I would suggest that when you return your completed forms to Mr. you make arrangements directly with him for an interview.

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Your interest in this Agency and your desire to be of service are appreciated.

Sincerely,

signed

Step 1018/10-11-49

R. H. BILLENKOTTER
Rear Admiral, USN
Director of Central Intelligence

Encls.

Form 57 (3)

PHS (3)

Copies to:

Chief, Personnel Div. (w/basic)

Central Records

Exec chrono *

Signer ✓